

Quick Reference Guide (QRG)

Title I Waiver Carryover Request Process

LEA/External Users





Last Revised: June 14, 2018



SEC. 1127. Carryover and Waiver

- a) LIMITATION ON CARRYOVER- Notwithstanding section 421(b) of the General Education Provisions Act or any other provision of law, not more than 15 percent of the funds allocated to a local educational agency for any fiscal year under this subpart (but not including funds received through any reallocation under this subpart) may remain available for obligation by such agency for one additional fiscal year.
- b) WAIVER- A State educational agency may, once every 3 years, waive the percentage limitation in subsection (a) if
 - 1) the agency determines that the request of a local educational agency is reasonable and necessary; or
 - 2) supplemental appropriations for this subpart become available.
- c) EXCLUSION- The percentage limitation under subsection (a) shall not apply to any local educational agency that receives less than \$50,000 under this subpart for any fiscal year.

Exceptions

ESEA Title I funds can have Carryover, but it is not to exceed 15% of their Original Allocation. However, there are two exceptions to this rule that would allow an LEAs carryover to exceed the 15% limitation.

- 1. Waiver Request
 - A LEA may elect to request a waiver to exceed 15% of their Original Allocation. The Waiver Form is located in Title I CR Related Documents
 - A LEA may only be approved a waiver once every 3 years.
 - A LEA must submit the request in the CR Related Documents of the Completion Report
- 2. LEA receives less than \$50,000
 - If a LEAs original allocation is less than \$50,000, the LEA has no carryover limitation and no waiver is necessary.

Requesting a Title I Waiver

- Select the ESEA Funding Application for the appropriate fiscal year
- 2. Change the status to CR Draft Started
- 3. Determine if waiver is needed via the Completion Report Adjustments page.
 - Review the Amount to Carry Over; if 15% or less of *original* allocation, a waiver is not needed.
 - i. Allocation noted in the Completion

 Report Adjustment is not always the *original* allocation.







This is not always the original allocation

Grant	Allocation	Expenditures	Cash Received	Amount Remaining	Amount Eligible for Carryover			а	Amount to Carry Over	Interest Earned
Title I LEA	\$24,887,220.12	\$14,007,503.19	\$14,007,503.19	\$10,879,716.93	\$10,879,716.93	\$0.00	Ī		0.00	0.00

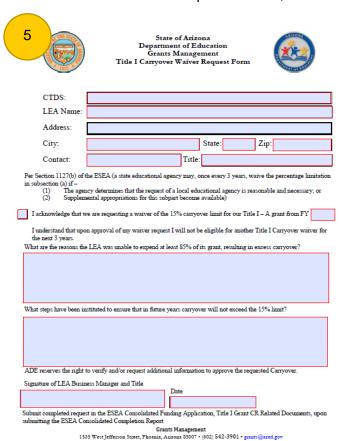
	(1)	<u>Title I LEA</u> CFDA: 84.010A
Original		\$21,642,167.00
Incoming Carryover		\$3,245,053.12
Outgoing Carryover		\$0.00
Reallocated		\$0.00
Additional		\$0.00
Incoming Interest Carryover		\$0.00
Released		\$0.00
Consortium		\$0.00
Forfeited		\$0.00
CR Released		\$0.00
Total		\$24,887,220.12

To determine the original allocation, review the Allocation page by selecting Go To Allocations from the Completion Report Adjustment page.



 If a waiver request is needed, select CR Related Documents under Title I for the LEA.

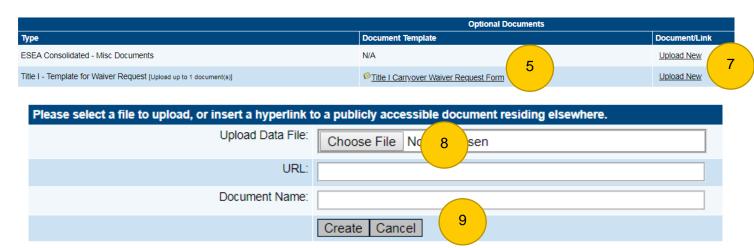
5. Under the Document Template column, select the Title I Carryover Waiver Request Form







- 6. Save the form to your desktop before completion; to save:
 - a. If you are using Internet Explorer, select the Floppy Disk icon to save the form
 - b. If you are using Google Chrome, select the Down Arrow (Download) icon to save the form
- 7. Click on the Upload New link to upload the completed form
 - a. Select Choose File and attach the completed form
 - b. Enter a Document Name (i.e. Title I Waiver Request)
 - c. Select Create



Note: if a previous version of the waiver form is used, the Completion Report will be returned.

Need Assistance?

Grants Management System (GME)	Passwords/ADEConnect Support
Phone: 602.542.3901	Phone: 602.542.7378
Email: grants@azed.gov	Email: adesupport@azed.gov

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